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12 September 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Relocation to the New Building

1. A meeting was held this date in East Building Conference Room at 1400 and 1500 hours for the purpose of briefing Colonel White relative to the relocation to the new building. In attendance were:

Mr. James Garrison, Director of Logistics

Chief, Real Estate and Construction

Chief, Planning Staff, OL

Policy and Co-ordination Branch,

Deputy Chief, Building Planning

Building Planning Staff, OL

DD/I

D/I Liaison Officer

Agency Public Information Office

Office of Security

Office of Security

Office of the DD/S

2. The briefing revolved around direct questions asked by Colonel White relative to the Master Plan and its annexes, the physical security of the move, particularly policing on the highways, the parking procedures, and kitchen facilities. Each of these subjects was covered by the representatives of the respective offices of Logistics and Security. As a result of these discussions, it was determined that the following would require action.

a. Provisioning of Communications support for OCI, ie., the availability of the 2,000 KW generator and the 200 KW emergency generator. (BPS)

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b. Preparing an S.O.P. for allocation and control of parking spaces at the new building to be placed into operation when required. (BPS)

c. Monitoring of the present transportation bus schedule in order to recommend adjustments to bus company after the initial shakedown. (TD)

d. Re-emphasizing to the Administrative Officers of the respective DD elements, the switch-over to the new telephone numbers on 15 September at 9:00 p.m. In addition, the acquirement on all Administrative Officers to submit Form 642, Personnel Information Card, to the [REDACTED] OL, seven days prior to the unit's move. (PS)

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e. Insuring the Building Supply Officer at the new building distributes all office keys in his possession to proper representative of the unit. (SD)



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OL/PS [REDACTED] (14 Sept. 61)

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